App. F. IX-4

40-41

~~193~~ (Pts)

Previous References

File No. 70-40

Serial Nos. 6+11

Later References.
PRO 41-43 88 16 H17.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

Part B for Jan 41

SUBJECT.

Standard lists of departmental, financial & common forms to be printed & supplied to the Rep. Co-op Societies in Tyrone

To the Supt. Reg.
- Lurgan

(21)

WD 0573—GPB—22,500—12-9-39

5246-7 9 15/1

Sanctions Nos

No. P. C. 115 - Encl. 3 statements in duplicate

OFFICE OF THE SECRETARY, PRESS COMMITTEE.
GOVERNMENT PRESS,

P d S.

Bangalore, dated .....2nd Decr..... *194* 0

DEVY. DEV. DEPT. 5 DEC. 1940 GOVT. OF MYSORE

P d S 70-40-6

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.

To

The Secretary to Government,
Development Department, Bangalore.

GEN. & REV. SECTT. 6 DEC. 1940 FOREST BRANCH.

SIR,

I have the honour to submit herewith three statements of standard lists of Departmental, Financial and Common forms respectively, in duplicate, required by the Co-operative Department, countersigned by the Registrar of Co-operative Societies in Mysore, Bangalore, and request that sanction of Government may kindly be obtained for the same.

One copy of each may kindly be returned to this office for reference.

I have the honour to be,
Sir,
Your most obedient servant,

DRS.

SECRETARY, 3/12/40
PRESS COMMITTEE.

Sub. The Administrative Sectt. may also be consulted in the matter first.
For favour of necessary
12.12.40.

The statements which are

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

General and Revenue Secretaria

Requisition for papers

iection

Spare copy of
lled Sec. no. 1966-7/C.S.
posit No. 59-43-8 dated
le No. 18-10-45
ial No.

Diary No. 3386 of 1945-46

nature G Gurulingappa
ch M & P M.
on P.H.

Date 17-1-46.

Not necessary

Statements of forms required by the Cooperative Department

2

General and Revenue Secretariat | P&S File No. 70 of 1940. | [App. F. III-2

Serial No.

Countersigned by the Registrar C.S. may be adopted

Letter

14/12/40 14/12

17/12

Submitted with a draft for orders.

26-12-40.

26/12

2nd. Nov.

7th Dec.

3249

1/1/41 4.

11

To the Supdt. Govt Printing & Secy. P.C., the Comptroller to Govt.

No. R7 5246-7 dt 15-1-41

Sanctioning the two sets of depth, final & common forms to be printed & supplied to the Regr. C.S.

20/1/41

OFFICE OF THE SECOND MEMBER OF COUNCIL JAN 1941 No. 6.2.29

GEN. & REV. SECTT. 21 JAN. 1941 FOREST BRANCH

NOTE—Contn. Sheet.

3

Statement of Common forms required by the Co-operative Department.

Sl.No.	Name of forms.		Quantity.
1.	C.R.B. Statement "A"	..	25 Annual
2.	- Do - "B"	..	25 "
3.	- Do - "C"	..	25 "
4.	- Do - "D"	..	25 "
5.	- Do - "E"	..	50 "
6.	Economy Slips.	..	100 "
7.	Personal Registers.	..	Ms. 40 ~~20~~ bboks Annual
8.	Gazetted Officer's Leave application form.		20 Annual
9.	Non-Gazetted - Do -	- do -	150 "
10.	"From" Registers.	..	40 "
11.	"To" Registers.	..	40 "
12.	Character books.	..	25 on requisiti
13.	Arrearx Lists.	..	100 Annual
14.	Attendance Registers.	..	8 books annual
15.	Badami Covers (big and small).	..	Not supplied.
16.	Cartridge Covers (- do -)	..	Not supplied.
17.	Casual leave register.	..	Not supplied.
18.	D.O. covers (big)	..	Ms. 350 ~~250~~ annual.
19.	- Do - (small	..	Ms. 500 ~~400~~ "
20.	Endorsement form	..	Ms. 500 ~~200~~ "
21.	File facing sheets.	..	Ms. 500 ~~250~~ "
22.	Index Register.	..	2 "
23.	Interview Pads.	..	5 "
24.	Tappal book.	..	6 "
25.	Reminder forms.	..	1200 "
26.	Short-hand books.	..	Ms. 20 ~~8~~ "
27.	Stationery Receipt book.	..	1 "
28.	-do- Issue book.	..	1 "
29.	Form Receipt ~~bk~~ book.	..	1 "
30.	- do - Issue book.	..	1 "
31.	Flag slips.	..	5 "

COUNTERSIGNED

(sd) B. Suryanarayana Rao

REGISTRAR OF
CO-OPERATIVE SOCIETIES.

D.18-11-40.

(sd) K. Ranganna

Secretary,
Press Committee.

Ms.

Statement of Financial forms required by the Co-operative Department.

Form No.	Name of Form.	Period.	Quantity
1.	Receipt books. ..	Once in 2 years.	5 books.
2.	Register of objection books and Retrenchment order. ..	" 5 "	5 "
3.	Register of Special Advance. ..	" 5 "	5 "
4.	Last Pay Certificate. ..	" 5 "	5 "
5.	Gazetted Officers' Salary bill. ..	Annual	120
6.	Report of Transfer of Charges. ..	Once in 5 years.	5 books.
7.	Travelling Allowance Bill. ..	Annual	1200
8.	Annual return of Establishment. ..	"	25
9.	Proposition statement. ..	"	10
10.	Pay bill of establishment. ..	"	~~800~~ 1000 Ons.
11.	Absentee Statement. ..	"	600
12.	Increment certificates. ..	"	100
13.	Check Register register of T.A. bill received.	Once in 5 years	5
14.	Acknowledgment of Permanent Advance. ..	Annual	30
15.	Contingent Register (small size) ..	Once in 2 years	Ons ~~4~~ 8
15A.	- do - (big size) ..	" 2 "	1
16.	Receipt for Service Postage stamps. ..	Annual	1 bk. of 100 pages.
16A.	Account book of Service Postage stamps.	Once in 5 years	5 books
17.	Abstract Contingent bill form. ..	Annual	Ons. ~~60~~ 100
18.	Detailed Contingent bill form (payable at Treasuries.). ..	"	120
19.	- do - (Not payable at Treasuries).	"	120
20.	Application for House building advance.	"	20
21.	Statement of House Building advances sanctioned to Non-gazetted officers. ..	"	10
22.	Application for Motor-cycle or Motor car advance.	"	6
23.	- do - Bicycle Advance. ..	"	20
24.	Mortgage bonds for cycle advances. ..	"	20.
25.	Statement of recoveries made, from the bills.	"	250
26.	Insurance premia deducted from the Salary bill.	"	120
27.	- Do - Establishment bill.	"	Ons ~~800~~ 1000
28.	State Provident Fund Deduction Statement form.	"	120

Continued.

Form No.	Name of form.		Period.	Quantity.
29.	Re-appropriation statement.	..	Annual	25
30.	Chellan books.	..	On Indent.	5
31.	-do- cheques.	..	"	5
32.	Lapse deposit payment form.	..	Annual	15
33.	Payees Receipt books.	..	"	2
34.	Mysore Govt. Life Insurance form No.1	..	"	30
35.	- Do - form No.3	..	"	30
36.	State Provident Fund form No.5.	..	"	30
37.	- Do - form " 6.	..	"	25
38.	Acquittance Roll books.	..	On requisition	30
39.	Register of Recovery of advances.	..	"	6
40.	- do - Court dues.	..	"	6
41.	General Cash book.	..	"	6

COUNTERSIGNED

(Sd) B. Suryanarayana Rao

REGISTRAR OF
CO-OPERATIVE SOCIETIES IN MYSORE.

Bangalore,
D.18-11-40.

SECRETARY,
PRESS COMMITTEE.

DRS/18-11-40.

STANDARD LIST OF FORMS, REGISTERS, ETC., OF THE REGISTRAR'S

Serial Nr	Authority	Form No. or Page of Manual	Name of Form or Register	Size of Form or Register	Nr. of pages with Register	Whether to be printed on one side or on both sides	Nature of Binding	whether to be
1.		1	Asst. Registrar's Diary Form.	F.C.	Nil	Both	Nil	
2.		2	- Do - Facing sheet.					
3.		3	- Do - Analysis of work.					
4.		4	Diary of Inspector of Co-operative Societies.	F.C.	Nil	Both	Nil	
5.		5	- Do - Facing sheet.					
6.		6	Quarterly statement of Societies Audited.	½ F.C.	Nil	Both	Nil	
7.		7	Tour programme of Inspectors.	½F.C.	Nil	Both	Nil	
8.		8	Return showing the Agricultural Co-operative work done by the Inspectors.			NEED NOT BE PRINTED.		
9.		9	Audit Report (10 Pt. Types).	½F.C.	12 pages.	Both	Booklet no covering.	
10.		10	Inspection memo form. ..			NEED NOT BE PRINTED.		
11.		11	Property Register form. ..	Dl. F.C.	Nil	One	Nil	
12.		12	Bye-laws of Unlimited Societies (small type)	½ F.C.	12 pages	Both	Booklet with paper cover	
13.		13	Bye-laws of students Societies (small type)	½ F.C	12 pages	Both	- do -	
14.		14	Bye-laws of Grain Banks (small type)	-do-	-do-	-do-	- do -	
15.		15	Bmp Bmp Cooperative Act. ..			..		
16.		16	Co-operative Rules thereunder ..					
17.		17	Abstracts of receipts and expenditure for the month	½F.C.	Nil	Both	Nil	
18.		18	Monthly statements of members joined and resigned and removed.	½F.C.	Nil	-do-	Nil	
19.		19	Monthly loan statement.	-do-	Nil	One	Nil	
20.		20	File facing sheet.	Please see common form statem				
21.		21	Loan investigation report forms.	½F.C.	6 pages	Both	Booklet no covering	
22.		22	Application for advance from Government.	-do-	Nil	One	Nil	

Press committee Resolution no. 8/9-5-39

Form or Page numbered and Book numbered.	Kind of paper	Period of supply	Offices to which supply to be made	Quantity	Remarks.
	20 Lbs. F.C.	Annual	Registrar of Co-operative Societies	200	Form No.2 & 3 may be printed on the back. To be printed on the back of form No.1.
Nil	20 lbs F.C.	Annual.		1,500	- Do - do - To be combined with form No.5 need not be printed separately.
Nil	Badami	- do -		400	
Nil	-do-	- do -		1,500	
Nil	-do-	- do -		2,000	
Nil	-do-	- do -		150	
Nil	20 lb. F.C.	Once in 6 years.		~~400~~ 500	
Nil	-do-	Once in 5 years		~~100~~ 150	
Nil	-do-	-do-		~~100~~ 150	
,,		,,		200	(To be printed on requisition.
,,		,,		~~200~~	(
Nil	Badami	Annual		200	
Nil	Badami	- do -		200	
Nil	Badami	- do -		200	
Nil	20 lb. F.C.	- do -		200	
Nil	Badami	Once in 6 years.		400	

Serial No.	Form No.	Page of Manual	Name of Form or Register	Size of Paper	No. of Pages	Whether to be printed on one side or on both Sides	Nature of Binding
47.		44	Meeting statement.	To be printed on the back			
48.		10	D.C.B. statement of loans and Shares.	F.C.	Nil	One	Nil
49.		11A	Annual statement of operations of the Central Societies.	Dl. F.C.	Nil	One	Nil
50.		11B	- Do - statement B. operation of Agricultural Societies.	-do-	Nil	One	Nil
51.		11C	- Do - - do - C. operation of Non-agricultural Societies.	-do-	Nil	One	Nil
52.		11D	- Do - - do - D. Central Bank receipts and payments.	-do-	Nil	One	Nil
53.		60	Central Bank Balance-sheets statement H.	-do-	Nil	One	Nil
54.		11F	- Do - Profit and Loss Account.	-do-	Nil	One	Nil
55.		12 13	First General Meeting proceedings.	F.C.	Nil	Both	Nil
56.		53	Application form of registration of societies (English)	½F.C.	Nil	Both	Nil
57.		54	- do - (Kannada)	-do-	Nil	-do-	Nil
58.		55	Certificate of registration(Eng).	¼F.C.	Nil	One	Nil
59.		15A	- do - (Kannada).	¼F.C.	Nil	One	Nil
60.		57	Bonus bill form.	¼F.C.	Nil	One	Nil
61.		58	Progress report of the Depressed Class society.	¼ F.C	Nil	One	Nil
62.		59	Reminder form	Need not be printed separately			
63.		60	Memo form.				
64.		61	Endorsement for Kannada.				
65.		62	Reminder to decree executing officer.	¼F.C.	Nil	Both	Nil
66.		63	Intimation to Societies re: sending decrees for execution.	½ F.C.	Nil	Both	Nil
67.		64	- do - Passing decree	¼F.C.	Nil	Both	Nil
68.		65	Mysore Co-operation Act.(Kan.	Need not be printed now.			
69.		66	- do - Rules Kan.				

or page number and book number	Kind of paper	Period of supply	Offices to which supply is to be made	Kind of paper	Remarks
m No. 13.					
	Badami	Once in 3 years.		5,000	
	Badami	-do-		100-	150
	-do-	- do-		100	150
	-do-	- do -		100	150
	-do-	-do-		100	150
	-do-	- do -		100	150
	-do-	- do -		100	150
	-do-	- do -		750	
	-do-	- do -		250	
	-do-	- do-		250	
	20 lb. F.C.	- do -		250	
	-do-	- do-		200	
	Badami	- do -		300	
	Badami	- do -		300	
may be included under general forms.					
o per-od to . use ver.	Badami	- do -		2,500	
o -	-do-	- do -		2,500	
o -	- do -	- do -		2,000	
printed only on requisition.					

(CONTINUED) STANDARD LIST OF FORMS.....CO-OPERATIVE..... .....DEPARTMENT.

WD —GPB—1,000—22-10-40

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
74		71	Register of pending ~~disputes~~ disputes being taken ~~on~~ on File.	F.C.	200 leaves	Both	Card board calico	page numbered	20 lbs F.C.	On requisition	12 books	Not less than 2 ~~5~~ years.
75		72	Register of disputes taken on file.	Demy	200 "	Both	-do-	-do-	Demy	-do-	12 "	-do-
76		73	Ledger of Court fee due.	½ F.C.	100 "	Both	-do-	-do-	20 lbs F.C.	-do-	12 "	-do-
77		74	Daily register of stamp fee recovered and refunded.	-do-	100 "	Both	-do-	-do-	-do-	-do-	12 "	-do-
78		75	Register of Arbitrators.	-do-	100 "	Both	-do-	-do-	-do-	-do-	12 "	-do-
79		76	Register of appeals.	F.C.	200 "	Both	-do-	-do-	-do-	-do-	12 "	-do-
80		77	Register of miscellaneous applications.	F.C.	200 "	Both	-do-	-do-	-do-	-do-	12 "	-do-
81		78	Register of applications for copies.	F.C.	200 "	Both	-do-	-do-	-do-	-do-	12 "	-do-
82		79	Refund of Court fee Stamp.	¼ F.C	100 "	One	Thick wrapper	Page & book to be perforated in the middle with counterfoils.	20 lbs F.C.	-do-	12 "	-do-
83		80	Register of applications under Sec.66 of the Co-operative Act.	F.C.	100 "	Both	Card board calico	-Nil-	-do-	-do-	10 "	-do-
84		81	- Do - under Sec.43 H.	F.C.	100 "	Both	-do-	Nil	-do-	-do-	10 "	-do-

		immovable property.	½ F.C.	Nil	One	Nil	Nil	Badami	-do-	1000	ons -do-
86	83	Memo forwarding decree for execution.	½ F.C.	Nil	One	Nil	Nil	-do-	-do-	1000	not less than five years -do-
87	84	Memo forwarding sale notice.	½ F.C.	Nil	One	Nil	Nil	-do-	-do-	1000	-do-
88	85	Form of appointing arbitrator.	-do-	Nil	One	Nil	Nil	-do-	-do-	1000	-do-
89	86	Form of ~~for~~ orders to the Secretary of a Society.	½ F.C.	Nil	One	Nil	Nil	-do-	-do-	2000	-do-
90	87	Recovery slips of ~~decree~~ Court fee amount slips 1 and 2. (Red	¼ F.C.	Nil	One	Nil	Perforated in the middle	Red Coloured Paper	-do-	1000	-do-
91	88	Memo forwarding decree for execution.	½ F.C.	Nil	One	Nil	Nil	~~-do-~~ Badami	-do-	1000	-do-
92	89	Loan Ledger	--	--	--	--	--	--	-do-	12	-do-
93	90	Ledger of registration of Societies.	Need not be printed.			Blank books may be supplied.					

BANGALORE,
DATED 18TH NOV. 1940.

DRS/18-11-40.

SECRETARY,
PRESS COMMITTEE.

Countersigned
Sd/- B. Singaraya Rao

REGISTRAR OF
CO-OPERATIVE SOCIETIES IN MYSORE.

G. R. S. App. F VI—G 2]

SUBJECT .....

.....

.....

Diary No. of letter replied to .....

General and Revenue Secretariat

( )

the 193 .

Date of issue ..... 25/1 ..... 193 .

Signed by ..... Mr Mucadam

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

Section. Pts

File No. 20-40

Serial No. 11

Proceedings of the Government of His Highness the Maharaja of Mysore

Read— Letter No. P.C 115 & 5. 12. 40 from the Secretary, Press Committee, Bangalore submitting for the sanction of Govt. two Sets ~~Copies of~~ the standard lists of departmental, financial & Common forms to be printed & supplied to the Registrar of Cooperative Societies in Mysore, Bangalore duly Countersigned by ~~him~~ the latter

Order thereon.—No. 1 & 7 5246-7

Sanctioned.

G. 30/1/41

Dy Secy to Govt.

25-1-41

To the Supdt, Govt. printing & Secy Press Committee. (with one copy each of the forms)

Compt' to Govt.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read :—

Letter No.P.C.115 dated 5th December 1940 from the Secretary, Press Committee, Bangalore submitting for the sanction of Government two sets of the standard lists of departmental, financial and common forms to be printed and supplied to the Registrar of Co-operative Societies in Mysore, Bangalore duly countersigned by the latter.

Order No. A 7-3246-7

Dated, Bangalore, 15 January 1941.

Sanctioned.

11.1.41

Secretary to Government,
Development Department.

To

The Superintendent, Government Printing and Secretary, Press Committee, (with one copy each of the forms) in original.

The Comptroller to Government.